ADDITIONAL ACCOUNTS INFORMATION

UNITED STATES POSTAL SERVICE®

1. Company Name _____   **2. Date:** _____/_____/_____

3. Supporting Request for ☐ **PostalOne! Online**   ☐ **MID**

(check all that apply)

For PostalOne! Online Access complete ALL sections.

For MID Request complete sections 1, 2, 3, & 6

4. Administrator's Printed Name

_____

Administrator's Signature   _____

5. Company Location

Company Name	Company Address	City, State & ZIP+4

6. List of Accounts

Permit # Pub # Finance #	Permit Type	Company Name or Publication Name	Address City State ZIP *ADDRESS OF COMPANY IN POSTAL ONE*				Post Office Information City State ZIP+4 *LOCATION WHERE THE PERMIT IS HELD*			Approver Initials USPS USE ONLY

USPS Representative   Printed Name _____

Signature _____

Total Annual Volume _____

By calendar year (i.e. Jan 1 – Dec 31 of the prior year)

Legend:

Permit Type: Additional Postage (AD)   Permit Imprint (PI)   Metered (MT)   Precanceled (PC)   OMAS Imprint (OI)   OMAS Metered (OM)   Periodical Pending (PP)

Postage Due (PD)   Periodicals (PE)   Ghost (GH)   Business Reply Mail (BR) – (List by sub account number)

Additional Accounts Information
INSTRUCTIONS

Customer Responsibilities

The customer is responsible for completing the key fields on the Additional Accounts Information Form.

1. **Company Name –** This section identifies the company requesting the MID(s) or PostalOne! Online Access. This information is used for administrative purposes only.

2. **Date –** Enter the date of the request.

3. **Supporting Request for:** If the document will be used for requesting access to *PostalOne!* and or adding additional permits or publications to an existing *PostalOne!* account then select **PostalOne! Online Access**. If requesting verification of mailer volumes select **MID Request. If you are applying for *PostalOne!* access and a MID, please check both boxes. It is recommended that you apply for a MID when you are applying for PostalOne! Access.**

4. **Administrator's Printed Name and Signature–** Printed Name and Signature of the Company Administrator as identified on the original Customer Request for WEB Access PS Form 1357-C.

5. **Company Location**: Company Name, Company Address, City, State and ZIP+4 Code –This section identifies a company's designated location. It may be a location where no mailings are performed or where no accounts are held with any Post Office or Business Mail Acceptance office. **PostalOne! Online Access** - This is the location where all of your permits/publications will be assigned/grouped. This will allow users to view all permits/publications assigned to that location. **MIDs-**This is used for validation of mailing volumes at that location. Use multiple Additional Accounts Information Forms for different Company Locations.

6. **List of Accounts**
   Permit # / Pub # / Finance # - PostalOne! Online Access - Enter each permit number or publication number you desire to connect to the Company Location. The finance number will be provided by the BMEU. **MIDs** – Enter the permit number or publication number you desire to have mailing volumes validated.

- **Permit Type # -** Enter Permit Type **(i.e.** Additional Postage (AD), Permit Imprint (PI), Metered (MT), Precanceled (PC), OMAS Imprint (OI), OMAS Metered (OM), Periodical (PE), Periodical Pending (PP), Business Reply (BR), Postage Due (PD), Periodicals (PE), Ghost (GH).

- **Company Name or Publication Name -** Enter the name of the Company on the Permit Account or the Name of the Publication.

- **Address, City, State, ZIP+4 Code –** Enter the company's address that appears on the *PostalOne!* account record. The *PostalOne!* Account record must be updated with the current information if: 1) If the company's address is not current; 2) the company's address or mailing agent is not in the correct field. (See Account Management – USPS Responsibilities)

- **Post Office Information - City, State, ZIP+4 Code** *(LOCATION WHERE THE PERMIT IS HELD)* - Enter the City State and ZIP+4 Code of the postal location where the permit / publication is held.

USPS Responsibilities

1. **Application Requirements:** *PostalOne!* **Online Access - 1**.) PostalOne! Application   2.) Customer Request for WEB Access (i.e. PS Form 1357-C)   3.) Additional Accounts Information Form (if required).   **MID Request –** 1.) Mid Application   2.) Additional Accounts Information Form (if required).

2. **Approver Initials – For** *PostalOne!* **Online Access –**The USPS Representative will be responsible for the validation and standardization of the company's name on all the accounts, verification of current addresses and verification of permits/publications are owned by the requesting company.   **MID Request** – The USPS Representative will be responsible for verifying mailer volumes.

3. **USPS Rep. Print and Sign – PostalOne***!* **Online Access -** If the application was submitted to a USPS Representative (i.e. BSN, NAM etc) for account verification, the USPS Representative will print and sign their name. The USPS Representative will be responsible for the validation and standardization of the company's name on all accounts, verification of current addresses and verification of permits/publications are the owned by the requesting company. **MID Request** – The USPS Account Representative will be responsible for verifying mailer volumes.

4. **Account Management-** Ensure that the *PostalOne!* fields for Mail Owner and Mailing Agent are correctly entered (i.e. Company Information - Address, contact information etc. Mailing Agent information – Name, address, contact information etc.)